

— THE PRE-CONSTRUCTION MEETING AGENDA —

Here are some topics that may come up in the pre-construction meeting.

You may have other issues that you would like to raise:

SCOPE OF WORK

We will talk about what work will be provided for your house.

PROJECT SCHEDULE

We will discuss expectations for the project completion date as well as looking at the schedule for each phase within the project.

If delays are possible where are they most likely to occur? We will arrange a time to meet with you during the project.

LIVING CONDITIONS

We will look at how your living space will be affected at each point in the construction. Our team will try to make this as comfortable as possible. We make certain that throughout the process, your living areas will be as clean as possible and that you will have the necessary appliances and utilities required to go on with your lifestyle. We can't say that there will not be inconveniences, but we can say that we'll do our best to minimize them for you. It might seem like a small thing but discussing which bathroom may be used by our staff during construction on smaller project or whether a portable toilet should be brought in, can make a big difference to your comfort and ease during a long renovation.

LEAD CARPENTER

This is a very important part of our discussion. Who will be in charge of your project? Our lead carpenters are reputable and highly skilled and work closely with our Design/Build Managers. This person will be accessible to you at all times. The Design/Build Manager will also be on hand to be sure that your project meets and exceeds all of your expectations.

SECURITY

Most homeowners will give us a set of keys to the house for the duration of the job. We will discuss who will be responsible for the keys, and who will be allowed access to keys. Does your home have an alarm system that will need to be turned off or on? If work is to be done on a second floor, we will make sure no ladders are left up overnight. All openings will be secured with plywood. All exposed areas of the home will be covered tightly with plastic tarp to protect from inclement weather (i.e. rain).

EST. 1942



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